



DIGITAL TRAINING FACILITY PROCEDURES FOR TNET/VTT INSTRUCTION USE:

When requesting the Digital Training Facility for VTT courses the following must be completed by the proponent agency // requesting organization.

1. What proponent school or post will be transmitting the class?
 - a. Transmitting Location (classroom or TNET site)
 - b. Start and Stop times (use local time)
 - c. POC phone and FAX number,
 - d. Email if available
2. Who are the sites to be connected?
 - a. Receiving locations, (classroom or TNET site)
 - b. Points of contact for each site
 - c. Phone and FAX number for each site
3. What are the start and stop dates and times for the class, using local time.
4. The organizing source for the training is responsible for contacting the training sites to confirm they can support the training and the N.C.C. at Fort Eustis (757 878-4815) to setup the TNET connections.
5. The N.C.C. will require the following information.
 - a. Connection site name's (post names)
 - b. Date, start and stop times of training.
 - c. POC for each location to include phone and fax number.
6. Coordination for the training has to be started at lease six weeks prior to the actual start of the classes.
7. If software is going to be used as an interactive part of the training it has to be tested and assign a control number by the TADLP test director at Ft. Eustis, Virginia (757 878-3863/4367 voice or 757 878-4616 fax. the POC for the test site is Mr., Tom White). He will require a copy of the software to retain in the test facility library.
8. All of the above information must also be furnished to the Digital Training Facility Manager at least six weeks prior to the start of training. This is necessary to insure availability of the classroom.
9. Questions should be addressed to the classroom manager.